

CHIEF OF POLICE

DEFINITION

To plan, direct, supervise, and coordinate the activities of the Police Department in law enforcement and crime prevention; and to provide highly responsible and technical staff assistance to the City Manager and City Council.

EQUIPMENT, METHODS AND GUIDELINES

Use Federal, State and Local laws, policies and procedures, as well as municipal codes.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include some that are conducted in the evening. May also include irregular hours and some travel.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as ability to understand and carry out oral and written instruction.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct and indirect supervision of sworn and non-sworn staff, including professional and clerical personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Direct and participate in the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.

Formulate Departmental rules, procedures, and policies and see that they are carried out.

Research modern police management methods; formulate and enforce rules, procedures, and policies for efficient operation of the Department.

Direct the development and implementation of a Departmental in-service training program.

Review the evaluations of employee performance and take appropriate disciplinary action where necessary.

Maintain liaison with the press to assure appropriate coverage.

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Attend county, area, and state police conferences and meetings with other public officials.

Cultivate good community relations by appearing before civic, fraternal and other community groups.

Direct and participate in the preparation and administration of the Department budget.

Supervise the development, administration and enforcement of Departmental responsibilities in such matters as safety and emergency preparedness.

Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.

Review and approve purchase orders for Departmental equipment and supplies.

Select, supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices and techniques of police administration, organization and operation.

Technical and administrative phase of crime prevention and law enforcement, including investigations and identification, patrol, traffic control, juvenile delinquency control, record keeping and care and custody of persons and property.

Laws, ordinances and regulations affecting the work of the Department.

Public administration and local government, including budgeting and personnel administration and supervision.

Laws affecting apprehension, arrest and prosecution of persons committing misdemeanors and felonies; rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in criminal cases.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Plan, direct, supervise and coordinate the work of the Police Department.

Prepare and administer a departmental budget.

Develop and administer sound departmental policies.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

EXPERIENCE AND EDUCATION

Any combination of experience, education and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Ten years of broad and extensive experience in all major phases of municipal police work, including at least three years in a responsible middle management capacity, preferably in a municipal police department.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major work in public or business administration or a related field.

LICENSE AND CERTIFICATES

Possession of an Advanced POST Certificate.

Possession of a POST Management Certificate.

Possession of, or ability to obtain, an appropriate California driver's license.

